

# Expertise Contracting Company



Business Unit

Industrial Services

Document Ref No.:

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## PROJECT EXECUTION PROCEDURE



# PROJECT EXECUTION PROCEDURE

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## PROJECT EXECUTION PROCEDURE

### 1. PURPOSE

- 1.1 Document the standard method of **PROJECT EXECUTION PROCEDURE** based on acceptable guidelines outlined by Industrial Services Business Unit.
- 1.2 The following procedures have been established to describe the minimum requirements by which projects are executed.
- 1.3 This Procedure can be used for training as well as for reference.
- 1.4 This procedure enables Expertise Contracting to comply with its legal duties and obligations.
- 1.5 To comply and uphold established International \ Local, Standards \ Specifications which the Company implementing as its commitment.

### 2. SCOPE

- 2.1 The Scope of this procedure is bound only to the limits of this document others will be waived under Company \ Stakeholder Approval.
  - 2.1.1 **PROJECT EXECUTION PROCEDURE**
- 2.2 This procedure applies on all sites as well as in house.
- 2.3 It will also apply to the sub-contractors within our control, on the sites of our clients and on our own premises.
- 2.4 This document outlines the boundaries and acceptable authority levels required to properly and safely execute intended jobs.

### 3. RESPONSIBILITIES

#### 3.1 REFER ATTACHED RASCI CHART.

### 4. METHOD

#### 4.1 RFQ COLLECTION & BID SUBMISSION

- 4.1.1 RFQ's will be received/collected by CEO/CM and will forward to the HOD's of concerned execution department and estimation and planning for assessment and Estimation. CM copy the information to marketing head for records and further follow up if necessary.
- 4.1.2 HOD- estimation will communicate to the end user and will arrange site visit/job x meeting. (If required, execution department will assist in site visit/job x meeting).
- 4.1.3 Project number will be assigned by HOD Estimation.
- 4.1.4 Estimation Engineers will prepare the estimation and will forward to HOD Estimation for review.
- 4.1.5 HOD (Estimation) after review and (correction if required) will forward to CM/CEO for final review and approval.
- 4.1.6 Estimation engineers will prepare Technical, commercial offers along with other required documents and will forward to HOD (Estimation) for review.
- 4.1.7 HOD (Estimation) after review and (correction if required) will forward to CM/CEO for review and approval.
- 4.1.8 CM will keep hard copy of commercial offer and soft copy of complete package for records. CM will intimate Marketing Manager about the submission of respective offers for further follow up and their records.

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- 4.1.9 With the help of Logistics/Marketing, bid package will be submitted to the buyer with a receipt and the same shall be attached to the copy of commercial offer for records.
- 4.1.10 CM will follow up with buyers and will update the status to CEO. Follow up by marketing is also essential.
- 4.1.11 If required, CEO/CM will negotiate with the client about the commercial package.

### 4.2 PO DISTRIBUTION & PREPARATION FOR THE PROJECT

- 4.2.1 Once PO received, CM will communicate the same to CEO and the following recipients.
  - 4.2.1.1 Commercial executive
  - 4.2.1.2 HOD –Estimation
  - 4.2.1.3 HOD- Execution department
  - 4.2.1.4 HOD Marketing
  - 4.2.1.5 HOD Accounts
- 4.2.2 HOD Estimation will forward all technical documents along with resource loading chart, execution plan etc. to the concerned execution department HOD.
- 4.2.3 After studying the documents and discussion with his team mates, HOD (execution) will assign one of his senior Supervisors as project leader and will initiate site visit with the client.
- 4.2.4 Based on the above, Project leader will prepare Manpower, Equipment and Store request in its appropriate forms and will forward to HOD for approval.
- 4.2.5 Manpower, Store & Equipment request shall contain Project number, project name and expected date of mobilization etc.
- 4.2.6 Request shall be clear in quantity and specification, any special requirement shall be written clearly.
- 4.2.7 After receiving the Manpower request, HOD Resource planning will verify the request and will arrange the manpower as requested. If the required quantity and category is not available within the execution department, he may request other departments after verifying their project status for manpower through execution HOD. If still required to be out sourced, PR will be raised and will forward to CM for approval through execution HOD.
- 4.2.8 Up on receiving the request, HOD logistics will reserve the available resource (equipment and vehicles like vacuum truck, flat bed etc.) towards the project and will forward to CM through HOD execution for hiring if required.
- 4.2.9 After receiving the store request, HOD stores will verify the request and will arrange the material as requested. If some material is not available and to be procured, PR will be raised and will forward to CM for approval through execution HOD.

### 4.3 EQUIPMENT PREPARATION & DISPATCH FOR PROJECTS

- 4.3.1 Up on receiving the equipment request, HOD (Logistics) shall ensure the availability of required resources.
- 4.3.2 Forward the request to Yard maintenance and ensure that all equipment's maintenance is completed and is inspected & stickered (ready to use with date) before dispatching to the site.
- 4.3.3 If some equipment is not available and to be outsourced, shall forward the PR through Execution HOD to CEO/CM for approval.
- 4.3.4 Up on approval of PR, Logistic HOD shall call suppliers and will secure the required equipment for the specified date (follow the hiring procedure). PO shall be issued to this effect at the earliest.

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4.3.5 Any equipment hiring shall follow the following procedures.

- 4.3.5.1 RFQ shall send to all listed suppliers with clear specification of the equipment required
- 4.3.5.2 Once quotation received, HOD shall prepare a technical & commercial comparison sheet and submit to CEO/CM for approval.
- 4.3.5.3 Ensure that prior to this submission, HOD called each supplier and get the maximum discount on offered price.
- 4.3.5.4 HOD shall arrange the supplier senior representative for any price negotiations by CM/CEO for finalization as necessary.

4.3.6 While receiving the hired equipment, ensure that all specifications has been met and a check list for the same shall be signed and filed. (In case of assistance required for certain inspection, may seek the help of execution department to verify the unit before acceptance).

4.3.7 Hand over all required documents to ID section for processing ID/sticker/gate pass.

4.3.8 While loading the equipment for mobilization, ensure that Supervisor from execution and Logistics/Yard are present and is loaded safely as per the request.

4.3.9 HOD (Logistics) shall prepare the delivery note for the same with copies to the following.

- 4.3.9.1 Security gate
- 4.3.9.2 Execution department
- 4.3.9.3 Logistics file

**Note:** Once ERP is implemented, all these deliveries will be entered into the system and the cost of the same shall be charged to each project.

4.3.10 HOD logistics to follow the equipment placement at each site and get them mobilized/demobilized on time in coordination with respective execution Supervisor/his HOD and the planning counterpart for optimization.

4.3.11 Costing will be as follows.

4.3.11.1 For Expertise equipment daily rate will be applied based on the standard calculation in line with the depreciation value of the equipment.

4.3.11.2 For equipment hired from outside and service out sourced will be charged as per the PO value.

4.3.11.3 Manpower /equipment time sheet for preparation, loading, unloading and maintenance will be charged to the same project.

## 4.4 STORE MATERIAL PREPARATION & DISPATCH FOR PROJECTS

4.4.1 Up on receiving the Store request, HOD (Stores) shall ensure the availability of required resources.

4.4.2 If some material is not available and to be outsourced, HOD stores/Procurement In-charge shall forward the PR through Execution HOD to CEO/CM for approval.

4.4.3 Up on approval of PR, Procurement In-charge shall forward the RFQ to all listed suppliers and will secure the required material for the specified date (follow the procurement procedure).

4.4.4 PO shall be issued to this effect at the earliest.

4.4.5 Any material procurement (local) shall follow the following procedures.

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- 4.4.4.1 RFQ shall send to all listed suppliers with clear specification of the material required
- 4.4.4.2 Once quotation received, Procurement In-Charge shall prepare a technical & commercial comparison sheet and submit to CEO/CM for approval.
- 4.4.4.3 Ensure that prior to this submission, Procurement In-Charge called each supplier and get the maximum discount on offered price.
- 4.4.4.4 HOD shall arrange the supplier senior representative for any price negotiations by CM/CEO for finalization as necessary.
- 4.4.6 Stores HOD to check & record the quality of material delivered and record the same as necessary. Seek end user satisfaction on critical items as necessary. HOD to report any abnormalities immediately to Procurement/CM to tackle it accordingly.
- 4.4.7 While loading the material for mobilization, ensure that Supervisor from execution and Storekeeper are present and is loaded as per the request.
- 4.4.8 Site Manager/In-charge should highlight/report any material quality/quantity concerns on the received items immediately to HOD/Stores/CM for necessary action.
- 4.4.9 HOD (Stores) shall prepare the delivery note for the issued material with copies to the following.
  - 4.4.8.1 Security gate
  - 4.4.8.2 Execution department
  - 4.4.8.3 Stores file

**Note:** Once is implemented, all these deliveries will be entered in to the system and the cost of the same shall be charged to each project.
- 4.4.10 Costing will be as follows.
  - 4.4.9.1 For material on a returnable basis will be charged on a daily rate as per the normal standard calculation considering the depreciation.
  - 4.4.9.2 For consumables and service out sourced will be charged as per the PO value.
  - 4.4.9.3 Manpower /equipment time sheet for preparation, loading, unloading and maintenance will be charged to the same project.

## 4.5 MANPOWER ALLOCATION & OUTSOURCING

- 4.5.1 Up on receiving the request, HOD (Resource Planning) shall ensure the availability of required number of manpower as per the category.
- 4.5.2 If all the manpower is not available within the execution department, check the availability with other departments and if they are not engaged/reserved for other projects, with the approval of concerned HOD's book them for the project.
- 4.5.3 If no manpower is available even with other departments, HOD (Resource planning) shall forward the PR through Execution HOD to CM/CEO for approval.
- 4.5.4 Up on approval of PR, , HOD (Resource planning) shall call suppliers and will secure the required manpower for interview with execution department and up on selection intimate the same to the manpower supplier and ask him to submit the quotation. Once quotation approved by CM/CEO, inform the supplier to submit all required documents and confirm the date for check-in BY issuing a PO.
- 4.5.5 Respective execution HOD to assign a senior staff to conduct the trade test/interview and actively participate in the selection process.
- 4.5.6 Start preparation for securing ID for all required manpower as per the approved list from the execution HOD.

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**Note:** Through ERP all recruited manpower will be charged to the Project as per the PO value along with the time sheet of planning section.

### 4.6 ID PROCESSING

- 4.6.1 Execution department will arrange safety induction course for all selected employees for the project in coordination with Client Safety department and Expertise HSE department.
- 4.6.2 This training can be carried out either at client's facility or in Expertise training room.
- 4.6.3 Resource planning department will intimate all employees selected for the project by publishing the name list on the notice board with time and venue for the training.
- 4.6.4 Based on the request from Execution department, Logistics will arrange vehicles for transportation if required.
- 4.6.5 All required ID forms and sticker/gate pass forms for equipment will be prepared by ID section after getting the format from the client through execution department.
- 4.6.6 Once safety induction training is completed, ID section will prepare and hand over to execution department all required forms for ID/sticker for getting signature from client's various departments.
- 4.6.7 When all signatures is completed, execution department will hand over all forms to ID section and ID section to GRO for follow up with client's ISD.
- 4.6.8 If photo session is required, GRO will make an appointment with ISD and the same will be informed to the Expertise ID section.
- 4.6.9 Once ID received by GRO from the client side, the same will be handed over to ID section.
- 4.6.10 ID section will make proper record of the same and will distribute to individual employees.
- 4.6.11 ID sections time sheet will be charged to project for the period.
- 4.6.12 The HOD Resource planning will intimate the status of IDs to execution HOD & respective site manager for updates and necessary inputs for deployment. HOD resource planning will intimate the site manager/respective HOD on any aspects of manpower mob/de-mob accordingly.
- 4.6.13 The resource planning HOD will make sure the daily shift roster is displayed on time.

### 4.7 PRE-TA/PROJECT ACTIVITIES

- 4.7.1 HOD execution shall assign one of his senior Supervisor/Supervisor or any other person as project leader/manager depending up on the size of the project.
- 4.7.2 HOD shall divide the jobs and assign supervisors/foreman for each section/job.
- 4.7.3 HOD shall call for a meeting of his allocated supervisors and explain the scope and shall hand over all required technical documents to them. If required HOD shall seek the assistance of HOD Estimation for an Engineer to explain scope.
- 4.7.4 Execution HOD shall initiate KOM with client's end user department and shall be accompanied by senior supervisors, execution planner and project leaders to the meeting.
- 4.7.5 MOM of the meeting shall be prepared and forwarded to CEO/CM/HOD by project leader or assigned supervisor.
- 4.7.6 As per the meeting, target dates for the following shall be fixed.
  - 4.7.6.1 Completion and submission of planning schedule
  - 4.7.6.2 Mobilization date for equipment and manpower.
  - 4.7.6.3 Collection of blinds, gasket etc. from client
  - 4.7.6.4 Equipment tagging



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- 4.7.6.5 Scaffolding installation
- 4.7.6.6 Insulation removal
- 4.7.6.7 ID processing

- 4.7.7 Project leader to ensure that approved request for stores, equipment, manpower is raised and shall follow up with the concerned departments.
- 4.7.8 If external services like scaffolding, insulation, torquing etc. if required, shall communicate to CEO/CM for approval and further processing
- 4.7.9 Project manager/leader shall assign each task to the concerned supervisors/section and in consultation and coordination with execution HOD and other HOD's involved shall accomplish the target within the agreed dates and shall communicate to all concerned.
- 4.7.10 Safety orientation, inspection of equipment shall be scheduled and communicated to all concerned.
- 4.7.11 ID and stickers/gate pass processing shall follow immediately.
- 4.7.12 While preparing the execution planning, ensure that to meet clients requirement and at the same time shall consider the economics of the project (efficient utilization of minimum resources shall be a target). Schedule shall be reviewed by execution HOD and may consult CEO/CM for any guide line if necessary and make suitable corrections prior to its submission to the client.
- 4.7.13 One of the senior Supervisors for the project shall be responsible for the collection and custody of blinds, gaskets or any other material to be used during project.
- 4.7.14 Tagging of equipment, blinding etc. shall be carried out properly in close coordination with end user and ensure that it is as per the scope.
- 4.7.15 If scaffolding and insulation is in our scope, arrange the contractor in time to complete the task.
- 4.7.16 It will be the responsibility of each section supervisor to show the scaffolding and insulation contractor their requirement and the same shall be communicated to the project leader in writing to avoid any confusion during execution.
- 4.7.17 Ensure that all required scaffolding and insulation job is completed prior to the TA and or shutdown start date in order to avoid any delay in execution.
- 4.7.18 It will be the responsibility of each Supervisor and Project leader to maintain the time sheet for all the employees and forward to HOD for approval. Attendance sheet for each shift shall be forwarded to resource planning section within 2 hours of shift starting.
- 4.7.19 HOD's after verification and approval will hand over the time sheets to resource planning section to enter in to the system. This is to be carried out on a daily/weekly basis for all projects and the time sheet for the time keeper shall be charged to each project.

## 4.8 PROJECT EXECUTION

- 4.8.1 After completing all pre-requisites, project shall start as per the planning.
- 4.8.2 Daily tool box meeting shall be conducted by Supervisors along with FSR's for the entire crew.
- 4.8.3 Project leader and planner shall monitor the progress and reflect the same in the planning sheet.
- 4.8.4 Daily report (shift wise) shall be forwarded by planner to client, HOD, CM and CEO.
- 4.8.5 As and when required, HOD shall attend the execution meeting at site to monitor the progress and issue guidelines.



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- 4.8.6 As per the site requirement re-arrange the resources. Excess hired man power and equipment shall be de-mobilized without any delay and with proper communication to concerned departments.
- 4.8.7 Logistics HOD and Recourse planning HOD to ensure that these equipment/manpower released without fail.
- 4.8.8 During the job, if any additional job comes up it shall be communicated to HOD/CM for approval. It shall be carried out as per the given unit rate or if required, request estimation department to estimate the price for the new job. Ensure that written approval from client received for the execution of the same.
- 4.8.9 Once job is completed issue a job completion certificate clearly mentioning the equipment tag number and brief job description to the client and get it signed.
- 4.8.10 Along with the job completion certificate submit the client evaluation form for the client's feedback.
- 4.8.11 Copy of client evaluation form shall be distributed as mentioned below.
  - 4.8.11.1 Original – (QA/QC)
  - 4.8.11.2 Copies to CEO, CM, Estimation, Marketing and execution HOD.
- 4.8.12 Any addition /deletion of the scope shall be communicated to CM/HOD for records and the same shall reflect in the job completion certificate.
- 4.8.13 HOD shall prepare the invoice amount considering all addition/deletion of scope and shall forward to CM. CM will verify the same and will submit to CEO for approval.
- 4.8.14 Up on approval by CEO, CM will forward the same to marketing department for preparation of invoice.
- 4.8.15 Marketing will request Accounts department to print the invoice with the following details.
  - 4.8.15.1 Client name and address
  - 4.8.15.2 PO number
  - 4.8.15.3 Job description as per the PO
  - 4.8.15.4 Project number
  - 4.8.15.5 Invoice number and date
  - 4.8.15.6 Amount in numerical and words.
- 4.8.16 Marketing will submit the invoice after completing the other formalities (based on each client's requirement) along with PO copy and job completion certificate.
- 4.8.17 Up on the submission of invoice, marketing will distribute the invoice copy as listed below
  - 4.8.17.1 Accounts
  - 4.8.17.2 Marketing
  - 4.8.17.3 Execution department
- 4.8.18 Marketing Department will follow up with client for its payment and will ensure the timely release of SES, its entry in to the system and payment received in time.
- 4.8.19 Marketing department shall develop certain file to record all these transactions for easy assessment.
- 4.8.20 Accounts department shall forward the details amounts received in the back account on a weekly basis to marketing department for updating the fund received from non SABIC companies and for SABIC companies, payment advice will be forwarded to marketing department.

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- 4.8.21 Once fund received, marketing shall communicate the same to execution HOD/CM/CEO.
- 4.8.22 In case of any trouble in getting SES/fund etc., it shall be communicated to the concerned department HOD in time.
- 4.8.23 Up on completion of execution, HOD shall ensure the following.
  - 4.8.23.1 All equipment/vehicles taken from logistics returned in time without any delay.
  - 4.8.23.2 Time sheet for above is forwarded to Logistics HOD
  - 4.8.23.3 Any breakdown report /repair required shall be forwarded to Logistics HOD
  - 4.8.23.4 All store material (returnable basis and other items not consumed) returned to stores and received by stores and any deviation from the quality of material received shall be communicated.
  - 4.8.23.5 Time sheet for all manpower is submitted
- 4.8.24 Logistics HOD shall prepare time sheet for the hired equipment and same shall be counter signed by execution HOD and will be approved by CM.
- 4.8.25 Logistics HOD shall issue time sheet for the hired equipment and will enter forward the time sheet of Expertise equipment to time keeper for entering in to the system.
- 4.8.26 Any repair/service required for the returned equipment shall be carried out in house/external and the same shall be charged to the project along with the manpower time sheet for the same.
- 4.8.27 Store will verify all return items and will intimate execution HOD about the damaged/missing items and shall enter in to the system its cost for the particular project. Store HOD to highlight discrepancies if any to the management and execution HOD and seek necessary guidelines to liquidate lose/damage.
- 4.8.28 After getting clearance (all time sheet entered from Logistics/ store/resource planning, accounts will calculate the whole expenditure including direct and indirect expenditure and will communicate to CM/CEO.
- 4.8.29 HOD (execution) shall call a close out meeting for the project.
- 4.8.30 Project leader/supervisors shall explain the merits and de-merits during the project execution and shall discuss how to overcome in the next project.
- 4.8.31 Project leader shall prepare a close out file with all above and shall submit to HOD.

## 5. CONTACTS INFORMATION

[Assignment of proper Administrator whom acts and corresponds to the enhancement and proper implementation of this procedure.]

| SN | Name                   | Designation | Email \ Extension \ Mobile |
|----|------------------------|-------------|----------------------------|
| 1  | Division Manager       |             |                            |
| 2  | Division Administrator |             |                            |
| 3  | Assigned Focal         |             |                            |

## 6. ABBREVIATIONS & DEFINITIONS

- 9.1 EHSS – Environment, Health Safety, and Security
- 9.2 PM – Project Manager
- 9.3 QC – Quality Control
- 9.4 QA – Quality Assurance

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- 9.5 QCM – Quality Control Manager
- 9.6 Ltd. – Limited
- 9.7 PO – Purchase Order
- 9.8 PR – Purchase Requisition
- 9.9 ID – Identification
- 9.10 HSE – Health, Safety and Environment
- 9.11 GRO – Government Relations Officers
- 9.12 ERP – Enterprise Resource Planning
- 9.13 CEO – Chief Executive Officer
- 9.14 RFQ – Request for Quotation
- 9.15 CM – Construction Manager
- 9.16 HOD – Head of Department
- 9.17 QAM – Quality Assurance Manager
- 9.18 QCE – Quality Control Engineer
- 9.19 QCI – Quality Control Inspector
- 9.20 RFI – Request for Inspection
- 9.21 ISD – Industrial Security Department

## 7. LINKAGES

| SN | Document Linkages | Document Reference No. | Revision Information \ Effective Date |
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| 1  |                   |                        |                                       |
| 2  |                   |                        |                                       |
| 3  |                   |                        |                                       |
| 4  |                   |                        |                                       |
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## 8. REFERENCES

- 11.1 Company EHSS Policy
- 11.2 Company EHSS Rules
- 11.3 ISO 9001:2015 Quality Management System
- 11.4 ISO 14001: 2015 Environmental Management System
- 11.5 OHSAS 45001:2015 Occupational Health and Safety Management Systems
- 11.6 Company Project Quality Plan
- 11.7 Approved IFC Drawings
- 11.8 Scope of Work
- 11.9 Project Specifications

## 9. APPENDICES

- APPENDIX A Amendment Record
- APPENDIX B Controlled Copy Repository List
- APPENDIX C Attachment List

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### APPENDIX A

#### AMENDMENT RECORDS

| Change Number | Revision Number | Approved by / Date                               | Amendment Justification                                                                                                                                                                                                                                                                                                                                                |
|---------------|-----------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0             | 00              | Mahammad Ashpak / 14 <sup>th</sup> April 2011    | Draft issue to document an adaptation of existing stakeholder Procedure                                                                                                                                                                                                                                                                                                |
| 1             | 00              | Mahammad Ashpak / 17 <sup>th</sup> May 2012      | Updated to meet current business requirements such as reference implementation                                                                                                                                                                                                                                                                                         |
| 2             | 00              | Mahammad Ashpak / 20 <sup>th</sup> March 2013    | Updated to reflect a unified Departmental Structuring                                                                                                                                                                                                                                                                                                                  |
| 3             | 00              | Mahammad Ashpak / 1 <sup>st</sup> April 2014     | Updated to reflect a unified Departmental Structuring according to updated Manpower                                                                                                                                                                                                                                                                                    |
| 4             | 00              | Mahammad Ashpak / 20 <sup>th</sup> December 2015 | In compliance with the ISO 9001:2008 as Amended for Revised Implementation; Updated in compliance to a Corporate wide ISO Standardization Project in accordance with a new Structured Departmental Revamping                                                                                                                                                           |
| 5             | 00              | Mahammad Ashpak / 01 <sup>st</sup> August 2016   | Updated the current ISO Integrated Management System (IMS) to incorporate ISO 9001:2008 Quality Management System, ISO 14001: 2004 Environmental Management System & OHSAS 18001: 2007 Occupational Health and Safety Management Systems to have a Corporate wide ISO Standardization in accordance with a New ISO Company Certified Structured Departmental Revamping |
| 6             | 01              | Mahammad Ashpak / 15 <sup>TH</sup> December 2019 | Revised and updated as per IMS MANUAL                                                                                                                                                                                                                                                                                                                                  |

#### Note:

- Change Number and Revision Number are incremental based on the last approved version.
- Approving Authority are solely responsibility of the General Manager and coincidentally the Effective date will be according to the date the document is signed.
- Amendment Justification will be based entirely on the committed changes starting from the Header, Body, Footer and Appendices of the document.

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| <b>V.P Chaudhary</b>                         | <b>Mahammad Ashpak</b>                      |
| Construction Superintendent, PMTA Department | Director, Industrial Services Business Unit |

# Expertise Contracting Company



Business Unit

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2019

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## PROJECT EXECUTION PROCEDURE

### APPENDIX B

#### CONTROLLED COPY REPOSITORY LIST

| Document Pages | System Holder \ Controller                           | Location                        |
|----------------|------------------------------------------------------|---------------------------------|
| 15             | File Net Content Manager \ ISO Compliance Specialist | Web based App or Company Portal |

**Note:**

- Document pages refers to the total count of pages a certain document has.
- System Holder \ Controller is referring to the content manager software or Administrator whom directly has jurisdiction of this document.
- Location refers to the storage location which the documents are being safe kept and controlled.

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| <b>V.P Chaudhary</b>                         | <b>Mahammad Ashpak</b>                      |
| Construction Superintendent, PMTA Department | Director, Industrial Services Business Unit |

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## PROJECT EXECUTION PROCEDURE

### APPENDIX C

#### ATTACHMENT LIST

| SN | Document Description | Revision Number \<br>Effective Date | Linkages \ Attached File |
|----|----------------------|-------------------------------------|--------------------------|
| 1  |                      |                                     |                          |

**Note:**

- Document description refers to the title of related forms or standards which correlates with this procedure.
- Revision Number \ Effective Date these are information which the document current revision and Effective status are noted.
- Linkages \ Attached File refers to the URL or the embedded file itself.

|                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| Standardized By:                             | Approved By:                                |
| <b>V.P Chaudhary</b>                         | <b>Mahammad Ashpak</b>                      |
| Construction Superintendent, PMTA Department | Director, Industrial Services Business Unit |